



<b>Job Title:</b>	Program Administrative Assistant
<b>Employment Category:</b>	Full-time
<b>Place of Work:</b>	Guatemala/Central America
<b>Reports to:</b>	Programs Department
	Program Officer Latin America and the Caribbean
<b>Budget Responsibility:</b>	N/A
<b>Travel Expectations:</b>	none

### **Who We Are:**

Seva is a global nonprofit eye care organization that transforms lives by restoring sight and preventing blindness. Since 1978, Seva has provided sight-saving surgeries, eyeglasses, medicine, and other eye care services to more than 40 million people in underserved communities around the world.

Globally, at least 2.2 billion people have a vision impairment, and of these, at least 1 billion people have a vision impairment that could have been prevented or is yet to be addressed. Our programs have been instrumental in making eye care available to those who can't afford it. They are driven by 4 pillars - establishing self-sustaining vision centers, eye care for kids, bringing the best in technology, and training & job creation. Seva believes that restoring sight is one of the most cost-effective ways to relieve suffering and reduce poverty. When a blind person gets her sight back, she can go back to work, earn and support her family. In more than 20 countries, Seva has helped nearly 5 million people who were blind to regain their sight.

### **Position Description:**

The Program Administrative Assistant works within the Program Department. The Program Department is tasked with the implementation of all program efforts, including the quality of program work, identification of new initiatives, day-to-day management of program activities, building and maintaining partnerships, and evidencing our work.

**Role:**

The Program Administrative Assistant supports the day-to-day operations of Seva's Programs Department located in Latin America. You will respond to the administrative needs of the Latin America program and respond to the Latin America Program Officer. The ability to work in a fast-paced environment with great attention to detail is essential. This position requires the ability to speak and write fluent English and Spanish.

**Key Responsibilities:**

- Act as focal point for inquiries on projects and ensure that appropriate action is taken.
- Establish and maintain the office filing system (including electronic filing).
- Perform research and analysis for fact finding and obtain relevant information for the program and projects. Summarize findings as needed.
- Maintain procedural information such as rules, regulations and policies directly affecting projects.
- Coordinate documentation for meetings to ensure timely preparation, distribution and follow-up. Prepare minutes of meetings as requested.
- Prepare meeting agendas.
- Schedule meetings, take and distribute notes.
- Draft letters and other correspondence.
- Monitor timely submissions of invoices with strategic providers and alliances for the region.
- Prepare standard parts of first drafts of country or project briefing documents.
- Monitor timely submission of relevant reports from the projects.
- Maintain an active and updated tracking system for project activities for the Country Office.
- Other duties as assigned to ensure effective program administration.

**Administration (15%)**

- Maintain electronic and hard copy (as relevant) files and Program team cloud-based filing system.
- Organize travel reservations, logistics, visas for staff and partners of Latin America region.
- Support conference presentations, meetings, and planning, such as AAO and IAPB for Latin America region.
- Maintain Latin America program calendar.
- Schedule meetings, take and distribute notes.

**Other Duties**

- Other duties as assigned

**Skills & Experience:**

The successful candidate will have.

- Demonstrated ability to communicate clearly and concisely orally, in writing, in both English and Spanish.
- Highly organized, detail-oriented and thorough
- Strong time management skills
- Flexible and able to adapt with changing priorities.
- Demonstrated experience being proactive to program needs.
- Experience providing administrative support.
- Strong interpersonal skills and ability to work in culturally diverse environments.
- Ability to prioritize and work under deadlines.
- Good sense of humor
- Strong clerical skills
- Analytical and critical thinking skills
- Competence in Microsoft Office Suite – strong excel skills desired.
- Bachelor's degree preferred
- A minimum of two years' experience in administrative support/program administration

**Attributes:**

The Program Administrative Assistant should be capable of handling multiple tasks and thrive under requests from a number of stakeholders. Candidates should be well organized and self-motivated with demonstrable strong writing skills.

**Seva's Values:**

- Compassion in Action – We do not observe suffering, we address it.
- Selfless Service – Service is its own reward.
- Respect – We believe in the fundamental dignity and value of every person.
- Equity – We serve the underserved to ensure all people have access to quality care.
- Fun – We never take ourselves too seriously. When you stop laughing, you've stopped living.

**To Apply:**

Please include 1) cover letter explaining your strengths, interest in the position, and fit for the role along with 2) your resume to [arubin@hroptions.com](mailto:arubin@hroptions.com).

Salary is competitive and commensurate with applicant's experience. Excellent benefits.

Seva is an Equal Opportunity Employer.